

## FAMILY EMERGENCY PREPAREDNESS PLAN

Without knowing what kind of event will occur and what kind of resources will be needed, personal preparedness may seem like an impossible task. There are simple steps that may be taken to prepare for the unknown. Developing and putting plans into place now, before an event, will reduce confusion at the time of the event and improve your ability to respond quickly and effectively.

**Don't put it off. It's not difficult, and it's very important. Use the following checklist to guide your family's emergency preparedness planning efforts.**

- \_\_\_\_\_ Meet as a family to discuss why and how to prepare for a disaster.
- \_\_\_\_\_ Discuss each type of disaster that could affect the family and how to respond.
- \_\_\_\_\_ Make a map of the house and identify two escape routes from each room.
- \_\_\_\_\_ Identify two meeting places, one inside the neighborhood and one outside, in case the family is separated and can't return home.
- \_\_\_\_\_ Identify an out-of-state family member or friend to be the family contact. Keep the contact number in your car and wallet.
- \_\_\_\_\_ Post a list of emergency phone numbers by each telephone in the house.
- \_\_\_\_\_ Identify backup communication systems. During 9/11, telephone and other communication lines were jammed. Recognize that phone lines may be down and other communication systems may be more appropriate, such as email, pages, personal digital assistants, etc.
- \_\_\_\_\_ Instruct children about how to make a long distance call.
- \_\_\_\_\_ Ensure at least two ways of contacting each other during an emergency.
- \_\_\_\_\_ Teach children how and when to call 9-1-1 for help.
- \_\_\_\_\_ Show each family member how and when to turn off the utilities (e.g., water, gas, and electricity) at the main switch.
- \_\_\_\_\_ Show each family member where the fire extinguishers are kept and how to use them in an emergency.
- \_\_\_\_\_ Install and regularly test smoke detectors on each level of the house, especially near the bedrooms.
- \_\_\_\_\_ Take a first aid and CPR class.
- \_\_\_\_\_ Store family records in a water- and fire-proof safe.
- \_\_\_\_\_ Stock and regularly maintain a family preparedness kit. Make sure to replace stored water every three months and food every six months.

**Post this plan on the refrigerator at home and conduct regular practice drills with family members to increase their comfort level and confidence in their ability to respond. It is a good idea for family members to carry some sort of identification on their person at all times.**